



**SUPPLEMENTAL QUESTIONNAIRE
AIR QUALITY SPECIALIST
(Must be submitted with the official employment application)**

The supplemental questionnaire constitutes a form of written test and must be submitted in order to participate in the selection process. Your responses will be evaluated not only on how you meet the education and experience requirements of the job, but also on how well you demonstrate possession of other required knowledge and abilities that are listed in the posting (such as the ability to prepare written documents). Be sure to respond completely to each question; do not simply refer to your application or resume.

Your responses must be submitted in typed or computer generated format; handwritten responses are not acceptable. Number your responses to correspond to the question numbers, and try to limit your responses to one page or less per question. Your responses must be submitted with your AQMD application, or your application will be considered incomplete and you may be disqualified from further consideration. Only those who demonstrate in their application materials that they are the most competitively qualified will be advanced to the next step of the examination process.

For each portion of experience cited, include sufficient detailed information to clarify the duties you actually performed and identify your title, assigned unit and the dates you performed these duties.

QUESTIONS: (try to limit your responses to one page or less per question)

1. Please provide a complete, but concise overview of how you meet the education and experience requirement for this position.
2. Provide specific examples of formal written reports, surveys, analyses, rules, guidelines and/or other materials you have developed on the job. Provide enough detail that it is clear what the purpose of the document was and for whom (or for what use) it was developed.
3. Describe, in detail, your experience in the following areas, and the length of time that you performed these duties, and for what employer you were working at the time:
 - * Preparing, managing and evaluating multiple (2 or more) party contracts
 - * Preparing, managing and evaluating grant applications or projects.